

Instructions for Assigning Scores and Comments National Leadership Grants for Museums

Summary

- You will access the applications assigned to you by clicking on a link provided to you in an email message from your IMLS primary contact.
- You will enter your scores and comments through the IMLS Online Reviewer System.
- National Leadership Grants for Museums (NLG) field review uses a 7-point scale for each of three sections of the application narrative: Project Justification, Project Work Plan, and Project Results.
- Scores are in whole numbers only. Fractions, ranges, decimals, and zeroes are not allowed.
- You must write a constructive and substantive comment of between 30 and 2000 characters in length for each section of the application narrative.
- All three sections of the narrative have equal weight and are equally important in identifying the overall strengths and weaknesses of an application.
- Address your comments to the applicant, not to IMLS or to panel reviewers.
- Each comment should reflect the numeric score you provide for the corresponding section of the narrative.

Step-by-Step Instructions

1. Verify Access to Applications

Use the link provided to you in an email message from your IMLS primary contact to access the applications assigned to you. Make sure you see all the applications referenced in the email, and then save them to your computer in a secure place that is not accessible to others. Call or email your IMLS primary contact immediately if any applications are missing or if you cannot open them.

Confidentiality in IMLS Peer Review: The information contained in grant applications is strictly confidential. Do not discuss or reveal names, institutions' project activities, or any other information contained in the applications.

2. Verify Access to IMLS Online Reviewer System

Use the following link to verify that you have access to the IMLS Online Reviewer System:

<https://e-services.imls.gov/grantapps/reviewers.aspx>

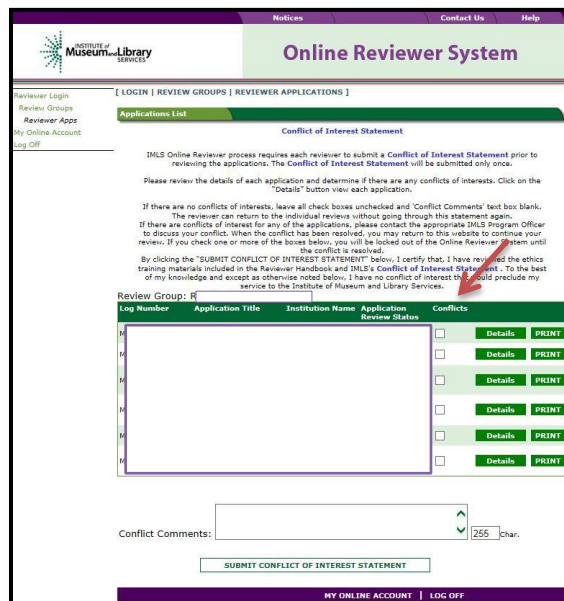
To login, enter the email address you have on file with IMLS, and use the default password: **password**. An **E-Review Security Screen** will appear. Read this page and click **OK**. Next, create a user account and establish your own password.

3. Assess Potential Conflicts of Interest

After you have created a new password, click **REVIEW GROUPS**, and your review assignment will appear. To access the list of applications assigned to you, click **VIEW**.

Read through your list of applications again to see if there are any potential conflicts of interest. Please see "[Complying with Ethical Obligations and Avoiding Conflicts of Interest.](#)"

CAUTION: Depending on your computer's operating system and/or the browser you use, you *may* see a screen with a column labeled "Conflicts" with a checkable box by each application. **Do not check any of these boxes** as doing so will disable access to the system and make it impossible for others in your review group to do their work. Instead, call or email your IMLS primary contact immediately if you have a conflict, or what may appear to be a conflict.



Online Reviewer System

[LOGIN | REVIEW GROUPS | REVIEWER APPLICATIONS]

Applications List

Conflict of Interest Statement

IMLS Online Reviewer process requires each reviewer to submit a Conflict of Interest Statement prior to reviewing the applications. The Conflict of Interest Statement will be submitted only once.

Please review the details of each application and determine if there are any conflicts of interests. Click on the "Details" button view each application.

If there are no conflicts of interests, leave all check boxes unchecked and "Conflict Comments" text box blank. The reviewer can return to the individual review without going through this statement again.

If there are conflicts of interest for any of the applications, please contact the appropriate IMLS Program Officer to discuss your conflict. When the conflict has been resolved, you may return to this website to continue your review. If you check one or more of the boxes below, you will be locked out of the Online Reviewer System until the conflict is resolved.

By clicking the "SUBMIT CONFLICT OF INTEREST STATEMENT" below, I certify that, I have reviewed the ethics training materials included in the Reviewer Handbook and IMLS's Conflict of Interest Statement. To the best of my knowledge and except as otherwise noted below, I have no conflict of interest that could preclude my service to the Institute of Museum and Library Services.

Review Group: R

Log Number	Application Title	Institution Name	Application Review Status	Conflicts
M				<input type="checkbox"/> Details PRINT
M				<input type="checkbox"/> Details PRINT
M				<input type="checkbox"/> Details PRINT
M				<input type="checkbox"/> Details PRINT
M				<input type="checkbox"/> Details PRINT
M				<input type="checkbox"/> Details PRINT

Conflict Comments: 255 Char.

SUBMIT CONFLICT OF INTEREST STATEMENT

MY ONLINE ACCOUNT | LOG OFF

If you have no conflicts of interest with any of the applicants on the list, click **SUBMIT CONFLICT OF INTEREST STATEMENT** at the bottom of page.

4. Read Applications

Revisit the NLG Notice of Funding Opportunities at http://www.imls.gov/applicants/nlg_museums_nofu_2015.aspx. Then read the applications, keeping in mind the review criteria for each section of the narrative. You will not need to reference each bullet point in your comments, but these questions should guide your thinking about the strengths and weaknesses of each application. You can also access these [review criteria as a separate document](#) to keep handy as you read your applications.

To evaluate the **Project Justification**, consider the following:

- Is the project clearly explained?
- Is the need, problem, or challenge clearly identified and supported by relevant evidence?
- Are the people who will benefit from the project clearly identified and have they been involved in planning the project?
- Are the performance goals and intended results well formulated and achievable?
- If a research project, is the research design appropriate?
- Does the project address current needs of the museum field and/or have the potential to advance practice in the museum profession?
- Does the project align with the selected NLG for Museums category: Learning Experiences, Community Anchors, or Collections Stewardship?

To evaluate the **Project Work Plan**, consider the following:

- Are the proposed activities informed by appropriate theory and practice?
- Do the identified staff, partners, consultants, and service providers possess the experience and skills necessary to complete the work successfully?
- Is the schedule of work realistic and achievable?
- Are the time, personnel, and financial resources identified appropriate for the scope and scale of the project?
- Does the institution provide evidence of its capacity to carry out the project activities and meet the cost-share requirement? Note: Cost sharing is not expected for research grants.
- Is the proposed evaluation methodology appropriate for project activities? Will it result in valid, reliable, and generalizable findings?
- Is a clear methodology described for tracking the project's progress and adjusting course when necessary?
- Is there an effective plan for communicating results and/or sharing discoveries?
- For research projects, does the proposal answer the questions outlined in the guidance on [how to write an effective research proposal](#)?

To evaluate the **Project Results**, consider the following:

- Are the project's intended results and performance indicators clearly articulated, appropriate and realistic?
- Is the plan to effect meaningful change in knowledge, skills, behaviors, and/or attitudes solidly grounded and appropriately structured?
- Will the proposed project generate results such as models, tools, research findings, services, and practices that can be broadly used, adapted, scaled or replicated in the museum profession?
- Is there a reasonable and practical plan for sustaining the benefits of the project beyond the conclusion of the grant?

5. Draft Comments

You must write a constructive and substantive comment for each section of the narrative for each application you review. All three sections of the narrative have equal weight and are equally important in identifying the overall strengths and weaknesses of an application.

To organize notes for writing your comments, you may wish to use the “[Field Review Notes Template](#).” Think about the review criteria for each section of the application narrative as listed above, and be sure to consider all the required components of the application as well as relevant Supporting Documents as resources for your assessment. Draft your comments using a word-processing program for later copying and pasting into the IMLS Online Reviewer System. Remember that each comment must be between 30 and 2000 characters long.

When drafting your comments ...

- use your professional knowledge and experience to assess the information objectively.
- judge the application on its own merits, and do not base your evaluation on any prior knowledge of an institution.
- if you question the accuracy of any information, call us—not the applicant—to discuss it.

Effective comments ...	Poor comments...
<ul style="list-style-type: none"> • are presented in a constructive manner. • are concise, specific, and easy to read and understand. • reflect the resources of the institution. • are specific to the individual application. • reflect the numeric score assigned. • reflect the application’s strengths and identify areas for improvement. • are directed to applicants—not IMLS or panel reviewers—for their use. 	<ul style="list-style-type: none"> • simply summarize or paraphrase the applicant’s own words. • make derogatory remarks. • penalize an applicant because you feel the institution does not need the money. • offer or ask for irrelevant or extraneous information. • make vague or overly general statements. • question an applicant’s honesty or integrity.

Make sure your comments justify the scores you provide. A highly complementary comment does not “remove the sting” of a low score, and a negative comment does not “even out” a high one. Comments and scores must complement each other and make sense as a whole.

Below are some examples of **effective** field reviewer comments:

Project Justification	
“You clearly identify the need within the museum field that this project addresses. The project partners add needed expertise and have been involved in the development of the project. Your intended results are well reasoned, well formulated, achievable, and will go a long way toward addressing the identified need. The proposed project is an excellent fit for an NLG Learning Experience grant.”	<i>Comment is substantive, addresses the review criteria, and employs a positive tone.</i>
“You make a strong case for the museum to partner with the school district to provide STEM education and the project could clearly meet the needs of your target audience. However, I believe that the problem you identify is one based in your community rather than in the museum field, and therefore does not fit well within the National Leadership Grant program. Perhaps you should consider resubmitting your proposal to the Museums for America grant program. “	<i>Comment correlates with the score of 1 and makes implementable suggestions for securing funding.</i>
Project Work Plan	
“Your work plan is clear and outlines specific activities necessary for achieving your goals. Your consultants are well qualified to assist the project team with the complex data collection involved. I like the clearly described points at which you track the progress of your project and allow for course corrections. “You might consider building in more time to develop and test your survey questions since the success of the project hinges on obtaining valuable feedback.”	<i>Comment provides a constructive assessment of the application and suggestions likely to benefit the applicant.</i>
Project Results	
“Your evaluation plan is very thorough and well thought out. The database and resources resulting from this project could be invaluable to the science museum field and, as you note, could be easily adapted for use by other disciplines. I would have liked to see more robust plans for continuing the dissemination of your work beyond the conferences you will attend during the grant period.”	<i>Comment addresses questions from the review criteria.</i>

In contrast, below are some examples of **poor** field reviewer comments:

Project Justification	
“The museum plans to organize a symposium on the topic of after-school programs in art museums that will bring together museums professionals to discuss best practices. They will partner with the Parks and Recreation Department, the Boys and Club and other after school providers.”	<i>Comment paraphrases the applicant’s own words.</i>
Project Work Plan	
“The work plan would be improved by putting in more time onsite.”	<i>Comment is very brief and has little value to the applicant.</i>

Project Results	
"The design of this research study is wrong-headed and will not yield any useful data. The staff is woefully unprepared and will fail in the execution of this project. Targeting federal funds to this museum is a mistake."	<i>Comment is derogatory and does not provide useful feedback.</i>
"Strong results with very sustainable benefits."	<i>Comment is very brief and has little worth or value to the applicant.</i>

The chart below summarizes the most frequently asked questions from NLG field reviewers:

Should I consider ... ?	Yes	No
Whether a project meets the high priority need in the museum field	X	
An institution's financial or staffing needs		X
Whether the project is well planned and the organization has the appropriate resources to complete the project	X	
Whether the applicant has included the information necessary for an adequate evaluation of its merits	X	
Whether a project is new or a resubmission		X
The size or age of the organization		X
An institution's indirect cost rate		X

6. Assign Scores

Assign a preliminary score to each of the three sections of the application narrative: Project Justification, Project Work Plan, and Project Results. Use a scale of 1 to 7, as described below. Use only whole numbers; do not use fractions, ranges, decimals, or zeroes.

SCORE DEFINITIONS	
7 – Exceptional	The applicant's response is exceptionally strong with essentially no weaknesses in its support of the proposed project.
6 – Excellent	The applicant's response is very strong with no more than one minor weakness in its support of the proposed project
5 – Very Good	The applicant's response is strong with only a few minor weaknesses in its support for the proposed project.
4 – Good	The applicant's response is adequate but with numerous minor weaknesses in its support for the proposed project.
3 – Some Merit	The applicant's response may have some strengths but has at least one moderate weakness in its support for the proposed project.
2 – Poor	The applicant's response is deficient and has at least one major weakness in its support of the proposed project.
1 – Inadequate/Insufficient	The applicant's response is either inadequate or insufficient to evaluate fully and/or has numerous major weaknesses in its support of the proposed project.
<i>Minor</i>	<i>An easily addressable weakness that does not substantially lessen the impact of the project</i>
<i>Moderate</i>	<i>A weakness that lessens the impact of the project</i>
<i>Major</i>	<i>A weakness that severely limits the impact of the project</i>

7. Review Your Work

Review your draft comments and preliminary scores. A review with even one missing score or comment cannot be accepted by the IMLS Online Reviewer System. Adjust your scores, if necessary, to reflect more accurately your written evaluation. Scores should support comments, and comments should justify scores.

8. Enter Scores and Comments

Return to the IMLS Online Reviewer System at

<https://e-services.imls.gov/grantapps/reviewers.aspx>

Login with the email address you have on file with IMLS and the password you created in Step 2. Go to your list of assigned applications and click **REVIEW** beside any of them to begin.

Copy and paste your comments into the appropriate blue blocks for each section of the narrative for each application. Choose a numeric score between 1 and 7 from the **SCORE** dropdown menu. Be sure to save each comment by clicking **SAVE** at the bottom of the page before you move on to the next one. Use the controls on the side or top of the screen to navigate between sections.

Once you have completed assigning scores and providing comments for each application assigned to you, we recommend that you print a copy of each completed review to keep for your files. Then click on **I AM READY TO SUBMIT THIS REVIEW TO IMLS** to send all your work to IMLS.

At this point, you will not be able to re-enter the IMLS Online Reviewer System unless you notify your IMLS primary contact.

For all questions about reviewing, either technical or programmatic, please call or email your IMLS primary contact directly.

9. Manage Your Copies

Keep your applications and a copy of each review sheet until **September 30, 2015**, in case there are questions from IMLS staff. Continue to maintain confidentiality of all applications that you review by keeping electronic and paper copies in a secure place. After September 30, 2015, destroy the applications and the review sheets.